

**UNITED STATES DEPARTMENT OF STATE**

*Bureau of Educational and Cultural Affairs*

*Office of Academic Programs*

*Study of the U.S. Branch*

**STUDY OF THE UNITED STATES INSTITUTE ON  
U.S. FOREIGN POLICY FOR EAST ASIAN STUDENT LEADERS**

*Reference Number: ECA/A/E/USS-10-26*

**Project Objectives, Goals, and Implementation (POGI)**

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the **Office of Academic Exchange Programs**, for the **Study of the United States Institute on U.S. Foreign Policy for East Asian Student Leaders**. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the RFGP, the RFGP is to be the dominant reference.

The deadline for proposals is **Thursday, January 14, 2010**. For further information regarding the letter of solicitation, please contact Sanda L. Chao in the Branch for the Study of the United States at: (202) 632-3339 or [ChaoSL@state.gov](mailto:ChaoSL@state.gov).

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## **SECTION . STATEMENT OF WORK**

### **A. Recipient Institution Responsibilities:**

1. Design and implement a five week Institute and provide a syllabus and program calendar to ECA;
2. Provide programmatic and administrative oversight of the Institute;
3. Coordinate logistical and administrative arrangements for participants such as pre-departure information, airport pick-up and drop-off, lodging and meals, domestic travel, any medical treatment, and the disbursement of program funds;
4. Conduct an evaluation program that links outcomes of the project to stated program goals and objectives;
5. Provide participants with follow-on guidance and resources to further their research into topics examined during and after the conclusion of the institute, including regularly contributing to the U.S. Foreign Policy for East Asian Student Leaders Forum in the Study of the United States Institutes online alumni community;
6. Manage all ECA and other funds for this activity, including submitting required financial and program reports to ECA by the established deadlines; and,
7. Inform ECA about the administration of the program, any problem or deficiencies, and the progress of necessary corrective action.

### **B. Department of State Responsibilities:**

1. Provide advice and assistance to the recipient institution and Institute staff;
2. Recruit and select participants in cooperation with U.S Embassies, Consulates, and/or Fulbright Commissions;
3. Issue participant DS-2019 forms for this program, and issue participants' J-1 visas.
4. Enroll the participants in an accident and sickness health benefits program for the duration of the Institute. The program office will instruct the recipient institution how to access informational brochures and claim forms, and will issue health benefits identification cards for each participant;
5. Arrange for and purchase international round trip travel for participants and disburse travel allowances prior to departure to the United States; and
6. Monitor and evaluate the program as necessary, through a site visit and/or debriefing session.

## **SECTION 2. PROGRAM SPECIFIC GUIDELINES**

### **A. Overview**

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State invites proposal submissions for the design and implementation of a five-week program, entitled: "Study of the United States Institute on U.S. Foreign Policy for East Asian Student Leaders."

The Study of the U.S. Institute on U.S. Foreign Policy for East Asian Student Leaders should introduce participants to U.S. foreign policy, briefly covering the history of U.S. foreign policy and theories of foreign policy, and focusing primarily on current foreign policy issues for the United States in different regions of

the world. The program will also explore current U.S. foreign policy issues with East Asia. The program should explain how foreign policy is formulated in the United States, the role played by the President and Congress in creating policy, and the influence of the media, think tanks, and public opinion. Specific topics of discussion could include worldwide and regional counterterrorism efforts; energy issues; food security; public health initiatives; economic cooperation and trade agreements; foreign assistance and humanitarian aid; environmental and climate change; and women's issues. Issues specific to the East Asian region such as the U.S. military presence in East Asian countries; the role of ASEAN and APEC in international foreign relations; the Six-Party Talks on non-proliferation; and bilateral relationships can also be explored.

In addition to promoting a better understanding of the United States and its foreign policy, an important objective of the Institutes is to develop the participants' leadership skills. In this context, the leadership component should be experiential in nature include group discussions, training, and exercises that focus on leadership theories, teambuilding, collective problem-solving skills, effective communication, and management skills for diverse organizational settings. Additionally, there should also be a community service component, in which the students experience firsthand how not-for-profit organizations and volunteerism play a key role in U.S. civil society.

The program should also include cultural activities, local site visits, and an educational travel component within the United States to illustrate the various topics explored in class and gain an understanding of the regional differences within the country. Finally, the program should include opportunities for participants to meet U.S. citizens from a variety of backgrounds, to interact with U.S. peers, and to speak to appropriate student and civic groups about their experiences and life in their home countries.

All aspects of the program, including presentations and other class work, readings, writing assignments, leadership training, community service, and site visits should be integrated so as to illuminate the overall institute theme or themes, and contribute to the understanding of the United States and leadership development. The conception and structure of the Institute's program is the responsibility of the recipient organization. It is essential that proposals provide a full, detailed, and comprehensive narrative describing how the recipient institution will achieve the objectives of the Institute. A tentative academic program, including lectures, discussions, presentations, etc. should be included. The proposal will be reviewed on the basis of its completeness, coherence, clarity, and attention to detail.

## **B. Program Dates**

The Institute should be five weeks in length beginning in July 2010.

## **C. Program Administration**

The proposal should discuss your institution's capacity to successfully manage this international exchange program, including institutional strengths such as past projects, faculty, libraries, and relevant resources. Proposals should include a staffing pattern that details how staff will share responsibilities. The recipient institution must designate an academic director to be present throughout the program to ensure the integration of all aspects of the academic program. The academic director will plan and implement the

program, oversee its day-to-day management, and monitor program participants. The academic director should address the group on a regular basis in order to ensure that topics, presentations, and activities are tied together and woven into “the bigger picture.”

In addition, an administrative director or coordinator should oversee all program support services, including budgetary, logistical, and other administrative arrangements. Other staff may be designated as appropriate. Graduate student assistants may be employed to carry out clerical duties and to assist with the day-to-day concerns and needs of participants, but should not be the principal point of contact for participants’ administrative concerns.

#### **D. Participants**

The Institute will host up to 20 participants from East Asia. Participants in the Study of the U.S. Institutes on U.S. Foreign Policy for East Asian Undergraduate Leaders will be highly motivated undergraduate students from colleges, universities and other institutions of higher education in selected countries overseas who demonstrate leadership through academic work, community involvement, and extracurricular activities. Their major fields of study will be varied, and will include the sciences, social sciences, humanities, education and business.

Every effort will be made to select a balanced mix of male and female participants and to recruit participants from a variety of backgrounds who have had little or no prior experience in the United States or elsewhere outside of their home country.

#### **E. Academic Residency Program**

The academic residency component of the program should:

- Be designed around the theme of U.S. Foreign Policy and should contribute to a deeper understanding of the United States, while at the same time providing useful skills and concepts for future leaders, taking into account that the participants may have little or no prior knowledge of the United States and varying degrees of experience in expressing their opinions. The program should not simply replicate an existing lecture course, survey, or seminar designed for U.S. students.
- Consist of a carefully integrated series of lectures, panel presentations, seminar discussions, debates, individual and group classroom activities, and reading assignments.
- Be tailored for the particular group of students and include a discussion of relevant issues facing their countries and region. Efforts should be made to encourage active student participation in the educational process.
- Expose participants to a variety of presenters representing diverse backgrounds, viewpoints, and occupational fields on the topics and issues to be explored. In addition to host colleges or university faculty and professionals from the region where the Institute takes place (e.g., in government, media,

religious and civic organizations), course presenters should include outstanding scholars and other professional experts from throughout the United States, as appropriate.

- Include time for discussion at each session and throughout the program to allow for questions and answers and for a collegial exchange of views among participants, presenters, and panelists.
- Include a bibliography of readings for the various program components. It should include at least one survey text or reader, as well as a number of interpretative readings directly related to the Institute themes.
- Include at least one leadership-training session per week that should serve to both develop and enhance participants' leadership and collective problem-solving skills, and inspire participants to apply them. These workshops should be creative, highly interactive, and team-oriented. They should require input and contribution from all participants, and provide students with basic leadership skills. The recipient organization may decide to recruit qualified instructors for these sessions from other organizations.
- Include at least one hands-on volunteer activity per week with local community service organizations to provide the participants the opportunity to experience first-hand the U.S. tradition of grassroots approaches to solving community problems, as well as additional opportunities to meet and interact with diverse Americans outside an academic setting.
- Be intensive, yet leave sufficient free time for pursuing individual interests, socializing with fellow participants and U.S. students, exercising, and relaxing. The program schedule should include adequate time for reading and preparation of class assignments. Supervised cultural and weekend activities (such as group nights at the theater, concerts, sporting events, and city tours) are encouraged and should offer the students opportunities to experience the diversity of the United States, while fostering group cohesion.
- Provide ample opportunities to attend informal and formal gatherings of ordinary Americans from a variety of ethnic, social, and professional backgrounds, as well as with American college students. One weekend- long homestay with a local American family is strongly encouraged and should be scheduled towards the beginning of the program.

## **F. Educational Study Tour**

The educational travel program should:

- Be an integral part of the Institute and should directly complement and reinforce the academic residency program.
- Be arranged and led by the academic director and principal Institute staff. All staff that will be working on this component as managers or escorts should be clearly identified in the proposal.
- Be approximately one week, including a final three or four days in Washington, D.C. It should include a trip to at least one other region within the United States different from the host institution's region. The agenda for these educational visits should include an appropriate mix of professional-level meetings

(local, state, and/or federal government offices, international organizations, NGOs, etc.), visits to cultural institutions, and recreational activities.

- Indicate the cities or other destinations to be visited, as well as the specific sites. Day trips or optional weekend excursions to various local and nearby locations, including historical sites, schools, churches, newspapers, etc., are encouraged. The proposal should explain how the site visits and presentations included in the educational travel program relate to the Institute's academic objectives and subject matter.

**Please note:** The Branch for the Study of the United States may request that the recipient organization to modify the academic residency and/or educational travel program. Similarly, the recipient organization, in consultation with the Branch for the Study of the United States, may also wish to make program modifications.

## G. Logistical Considerations

- **Housing and meal arrangements** are an important dimension of program planning and must be discussed in detail in the proposal. In general, participants should be housed on campus in university dorms or similar designated university housing. Walking distance to daily classes should be taken into account. During the travel program, participants may be asked to share double rooms. If possible, participants will have access to kitchen facilities, either in their own rooms or in a common room. A combination of a cash allowance for food, which will permit them to cook or eat at local restaurants, combined with a cafeteria meal plan, is strongly recommended. To the extent permitted by budget limitations, participants should receive up to the USG per diem rate for meals and incidental expenses at the various program locales. See <http://www.gsa.gov/perdiem> for current USG per diem rates.
- **Pre-departure materials** should be available to participants via an institute website at least six weeks before the start of the program. For participants who do not have Internet access, your institution should make arrangements to send hard copies of these materials by express mail to the U.S. Embassy or directly to the participants, as appropriate. It is expected that during the program the website will be updated regularly to provide changes in the program schedule, readings, photos of institute activities, and other useful information.
- **An administrative orientation** to the United States and to the recipient institution campus for the participants should address administrative details of the program, identify campus and local resources, and provide general information that will facilitate the participants' adjustment to daily life in a new cultural environment. Important topics will be security, medical problems, and availability of foods to which participants are accustomed, or which meet specific dietary requirements.
- **An academic orientation** should provide participants with a concise overview of the program, including principal objectives and major themes. The academic director should also use this opportunity to discuss guidelines for class participation that encourage active participation by all class members, respect for the views of other participants, concise comments and questions that keep the students on-topic, and other ground rules that will promote effective class discussion throughout the program.

- **Opening and closing events** (e.g., luncheon, dinner or reception) should formally inaugurate the program, inviting interested college/university and community representatives and ECA staff. The end of the program should include a presentation of certificates of participation, remarks, and formal farewells.
- **Access to resources** should be arranged, including campus libraries, computer and internet facilities, local and national newspapers and periodicals, as well as radio and television. A formal orientation to library services should be conducted during the first week of the program, and computer training and technical support should be provided for those participants who require it.
- **Evaluations** should be conducted on a regular basis to ensure that academic, administrative, and personal problems are acted upon promptly. At the conclusion of the Institute, a formal evaluation session should permit participants to comment on all aspects of the program.

**Please note:** All participants will be required to return to their home countries immediately upon the conclusion of the program. Travel to visit family or friends elsewhere in the United States will NOT be permitted *before, during, or after* the program, including on unscheduled weekends during the academic residency period. Family or friends may be permitted to visit the participants while the latter are in residence at the host institution, at the discretion of the cooperating organization and in consultation with ECA, provided that such visits will not prove disruptive to the program. At no time will family or friends be permitted to accompany the participants during scheduled program activities, whether such activities are mandatory or optional. Institute staff should arrange to escort all participants to airports for their return travel, and to remain at the airport until the students have checked in and entered the security departure area.

## **H. Alumni Outreach/Follow-on Activities**

Your proposal should provide a plan for continued follow-on activity (with minimal ECA support) that ensures that ECA-supported programs are not isolated events. Proposed follow-on activities for alumni must be developed in close consultation with ECA and Public Affairs Sections, must reflect the goals and objectives of the program, and must contribute to overall ECA goals to foster mutual understanding among the people of the target countries and the United States. The proposal should include an outline of, and timeline for, follow-on alumni programming, information on how it will be coordinated with existing alumni efforts and a description of how long-term linkages with alumni will be fostered and maintained. Your proposal should explain how these activities will be integrated with initiatives for alumni of other ECA programs, rather than as isolated events. Alumni activities should be conducted with minimum financial support from ECA and demonstrate cost-sharing by the applicant organization. Please visit [http://exchanges.state.gov/pro-admin/pdfs/alumni\\_oande.pdf](http://exchanges.state.gov/pro-admin/pdfs/alumni_oande.pdf) and refer to the Proposal Submission Instructions (PSI) for additional information.

## **SECTION 3. BUDGET**



All budget guidelines must be followed. The budget should indicate any cost sharing in the form of in-kind or cash contributions to the program from sources other than the Department of State. See standard guidelines (PSI) in the Solicitation Package for information on cost sharing and the cost of audits.

- A. Please be sure to include a **Summary Budget** on a separate page before the line-item budget. The Summary Budget should clearly indicate the following:

	ECA	Cost Share	Total
<b>PROGRAM COSTS</b>			
Program Costs Per Participant			
<b>ADMINISTRATIVE COSTS</b>			
Administrative Costs Per Participant			
<b>TOTAL COSTS</b>			
Total Costs Per Participant			

- B. The following is a sample budget and explanation of specific budget categories and line items. Unless otherwise indicated, each of the line items should appear in the proposed budget. You are urged to be as detailed and specific as possible, adding line items if needed.

Item	ECA Funds	Cost Share	Total
<b>I. ADMINISTRATIVE COSTS</b>			
<b>A. Direct costs</b> ( <i>Salaries, benefits, support services and staff</i> )			
1. Salaries ( <i>Base salary x % of time</i> )			
a. Person One ( <i>For each person, list institute title, e.g. Academic Director</i> )			
b. Person Two			
c. Person Three			
d. <i>Add as many lines as necessary</i>			
2. Fringe Benefits ( <i>Base fringe x % of time</i> )			
a. Person One			
b. Person Two			
c. Person Three			
d. <i>Add as many lines as necessary</i>			
<b>B. Other Direct Expenses</b> ( <i>Telephone, fax, postage, copying, printing, office supplies, etc.</i> )			
Subtotal of Direct Costs			
<b>C. Indirect Costs</b>			
Total Administrative Costs			
<b>II. PROGRAM COSTS</b>			
<b>A. General Program Costs</b> ( <i>costs that do not vary according to the number of participants</i> )			

Item	ECA Funds	Cost Share	Total
1. Honoraria <i>(Except for special circumstances, honoraria for speakers who are not being compensated on a salaried basis should not exceed \$250/day, per speaker)</i>			
a. Speaker One (name; rate times # days)			
b. Speaker Two (name; rate times # days)			
c. Add as many lines as necessary			
2. Per Diem for Guest Speakers – Where Applicable <i>(Per diem costs for guest speakers should not exceed prevailing U.S. Government rates)</i>			
a. Speaker One (name; rate times # days)			
b. Speaker Two (name; rate times # days)			
c. Add as many lines as necessary			
3. Films/Educational Materials <i>(Film and video rentals, educational materials and other curricular needs for the program, as appropriate.)</i>			
4. Web Hosting <i>(Costs associated with publishing the institute website – not to include salary for the webmaster, which should be included under administrative costs, above.)</i>			
5. Ground Transportation <i>(Participant airport transfers upon arrival and departure, bus or van rentals, taxis, etc.)</i>			
6. Working luncheons / Farewell dinner <i>(Only two events are allowable for direct U.S. government support with a maximum \$45 per event. Cost of any additional events must be absorbed by grantee institution. )</i>			
7. University Staff Escort Per Diem Costs <i>(Rates may not exceed established U.S. government diem rates.)</i>			
a. City One Per Diem (please name) <i>(Rate times # of escorts times # of days)</i>			
b. City Two Per Diem (please name) <i>(Rate times # of escorts times # of days)</i>			
c. Add as many lines as necessary			
8. <u>Optional</u> One Day Pre-program Staff Briefing in Washington, DC for Program Director and/or Key Administrative Staff Member			
a. Round Trip Airfare (fare times # persons)			
b. Per Diem (rate times # persons)			
9. Alumni outreach/Follow-on activities (suggested amount of \$1,500)			
10. \$100 Incidental Briefing Expense for DoS meeting			

Item	ECA Funds	Cost Share	Total
<b>Subtotal Section II A (General Program Costs)</b>			
<b>B. Per Participant Program Costs</b>			
<i>NOTE: Total per diem rate (lodging, meals and incidentals) may not exceed established U.S. Government per diem rates. U.S. Government per diem rates may be found online at the following site: <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a></i>			
1. Academic Residency Per Diem			
a. Lodging (Rate times # days times # participants)			
b. Meals & Incidentals (Rate times # days times # participants)			
2. Tour Per Diem By City (In order to keep costs down, organizers may wish to house two participants in each room for the tour segment.)			
a. City One Per Diem (please specify name of city) (Rate times # nights times # participants)			
b. City Two Per Diem (please specify name of city) (Rate times # nights times # participants)			
c. Add as many lines as necessary			
3. Required Institute Textbooks and Materials Purchased for the Participants			
4. Participant Personal Book / Cultural Allowance (A suggested \$600 per participant for the purchase of U.S. studies books and materials of personal / professional use, and for admissions to cultural events of personal interest.)			
5. Participant Admissions (In addition to item 4 above, these are cultural activities planned for the group as part of the institute program, either during academic or study tour segments – please indicate cost times # grantees)			
6. Certificates of Participation (Please specify cost times # participants)			
7. Participant Personal Mailing Allowance (A suggested \$450 per participant to cover costs of shipping program related books and materials)			
8. Optional Pre-Departure Mailing (In case the host institution chooses to mail books /materials to the grantees prior to the program please specify amount times number of participants)			
9. Tax Withholding Requirements (if applicable) (All of the amounts listed in the line items above should be the totals <u>after</u> any applicable taxes have been withheld. Please include in this line item any taxes to be withheld.)			

Item	ECA Funds	Cost Share	Total
<b>Subtotal Section II B (Participant Program Costs)</b>			
<b>C. U.S. Domestic Travel (Air, Rail, Bus)</b> <i>NOTE: All international travel that originates or terminates in the United States, as well as U.S. domestic flights must be on a U.S. carrier, when possible. This applies to participants, university escorts, guest speakers and program grantees. Specific information on this is available in the attached PSI.</i>			
1. University Staff/Escort Travel (Please include detailed listing of airfare for the study tour – indicate fare times # staff/escorts)			
2. Participant Travel During Study Tour (Please indicate fare rate times # participants)			
3. Guest Speaker Travel			
<b>Sub-total Section II C</b>			
<b>Total Program Costs (Section II - A, B and C)</b>			
<b>Total Institute Costs (Sections I and II)</b>			

- C. Following the line-item budget, please include a **Budget Narrative** that concisely explains how costs were calculated and the rationale for including them in the budget. Your proposal should clearly indicate the number of program participants and provide an overall unit cost per participant, as well as a unit cost breakdown by program and administrative costs.

You should attempt to maximize cost-sharing throughout the program by enlisting the support of the U.S. private sector, including foundations and corporations. The Bureau reserves the right to reduce, revise, or increase proposal budgets based on program needs and the availability of U.S. Government funding.

#### SECTION 4. REVIEW PROCESS

Your proposal will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to a Bureau grant panel for advisory review. Your proposal also may be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

Your proposal will be reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. **Quality of Program Plan and Ability to Achieve Program Objectives:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Objectives should be reasonable, feasible, and flexible. Proposals should demonstrate clearly how the institution will meet the program's objectives and plan.
2. **Support for Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, presenters, and resource materials).
3. **Evaluation and Follow-Up:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of the methodology used to link outcomes to original project objectives. Proposals also should discuss provisions made for follow-up with returned participants as a means of establishing longer-term individual and institutional linkages.
4. **Cost-effectiveness/Cost-sharing:** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support, as well as institutional direct funding contributions.
5. **Institutional Track Record/Ability:** Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be fully qualified to achieve the project's goals.
6. **Follow-on Activities:** Proposals should provide a plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.

## SECTION 5. APPLICATION SUBMISSION

### A. Proposal Contents

You should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for you to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Your proposal should address succinctly, but completely, the elements described below and must follow all format requirements. Proposals should include the following items:

*TAB A - Application for Federal Assistance Cover Sheet (SF-424)*

*TAB B - Executive Summary*

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
  - a. Number and description of participants
  - b. Wider audience benefiting from program (overall impact)
  - c. Geographic diversity of program, both U.S. and overseas
  - d. Fields covered
  - e. Anticipated results (short and long-term)

*TAB C*

*Calendar of activities/itinerary*

*Narrative*

In twenty double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (orientation, academic component, cultural program, participant monitoring, lessons learned)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

*TAB D - Budget Submission*

- 1.) Budget Information – Non-Construction Programs (SF-424A)
- 2.) Detailed Budget (list allowable costs and any other program specific budget issues.)

*TAB E*

*Letters of endorsement*

*Resumes*

Resumes of all new staff should be included in the submission. No resume should exceed two pages.

*TAB F*

- 1.) SF-424B, “Assurances - Nonconstruction Programs”.
- 2.) First time applicant organizations and organizations which have not received an assistance award

(grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice. In addition to interim and final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

#### **ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA**

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

ECA will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

Office of Designation  
ECA/EC/D  
SA-5, Floor C2  
U.S. Department of State  
2200 C Street, NW  
Washington, D.C. 20522-0582

#### **Application Submission**

The Request for Grant Proposal provides detailed instructions regarding the shipment and deadline for submission of your proposal. For further information regarding this program call Sanda L. Chao at (202) 632-3339, ECA/A/E/USS; email: [ChaoSL@state.gov](mailto:ChaoSL@state.gov).